
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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Assessment Progress Introduction

On-time property tax billing is a culmination of a year's worth of work of locally elected officials. The process can be separated into two stages: Assessment-to-Budget and Budget-to-Tax billing. Because these two stages are closely tied, delays in any of the steps in these two stages can have an affect on the timing of property tax bills.

The first step in on-time billing is timely completion of the assessment process, also known as trending, a function of the office of the county assessor. Once the county assessor has completed trending, a report called a "ratio study" is submitted to the state for review and approval. Once the ratio study is approved, the assessor submits the gross assessed values to the county auditor, who then applies deductions and exemptions to determine the final net assessed values of properties. This information is then used to determine tax rates, which translate in tax bills for property tax payers.

The following five reports contain information provided by the county to show their progress in completing the 2007-pay-2008 assessment process.

The first two separate reports are of the Real Property and Personal Property status in a particular county. They show detailed synopsis of progress made, problems or delays encountered, and goals set by the county assessor. Information provided in these reports has been taken from correspondence and conversations with county officials.

The third report is of the status for the county's seven "Data Submissions." While some datasets show a significant "Number of Days Late," there are many factors which cause delays in submission of data that are outside a county official's control. These factors include but are not limited to: prior administration's delays, computer program glitches/problems, delays in receiving required information from other locally elected officials, vendor delays and legislative changes.

The last two reports are charts showing the progress of the county as updated by the county assessor. These visual aids illustrate the timeline of the "year in the life of a county assessor" and show where the county assessor falls in their steps toward on-time tax billing. The summary version shows only the key steps required for completion before their values are submitted to the county auditor. The detailed version shows each of the specific steps and the very detailed processes involved in arriving at a county's final gross assessed values.

Because each report is very technical in nature, please feel free to visit our website at www.in.gov/dlgf/2339.htm for a glossary of terms used.

Ripley County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: Pending

County Official Responsible: Shawna Bushhorn

Date Took Office: 1/1/2003

Level of Certification received by or before November 2007: Level II

Workplan Submitted: 12/14/2007

Workplan Detail Requested by DLGF: 12/21/2007

Workplan Detail Submitted: 12/27/2007

2007 Pay 2008 Ratio Study Received: 2/22/2008

Workbook Values: Received

Ratio Study Approved: 3/18/2008

Estimated Date for Completion:

2/29/2008

What Work for Dataset has been Accomplished?

4/14/08- 7p8 has been submitted, starting to work on 8p9.

2/15/08- Making last minute changes to ratio study, hope to have it turned in to DLGF by end of February. 2/2/08- re-trending tax bills have been sent, received information from Vendor on 7p8 trending & is in review. Re-trending was approved 1/9/08; re-trending was submitted 10/25/07; vendor will complete valuation steps, County will review & send by 2/29/08. 12/20- Form 11's printed this week, working on 2007 sales as they come in; problems pricing Ag land, working on solution.

Roll to Auditor?

not until re-trending is approved; re-trending rolled to Auditor on 1/14/08

Date for Splits and Combinations Entered? completed

2007 Pay 2008 New Construction Entered? completed

Date for completed 2007 Sales Disclosures entered? 2/29/2008; completed early, waiting for Vendor to submit

Date for Neighborhood Analysis? 2/8/2008

Date for Sales Analysis? 2/8/2008

Date for Land Valuation? 2/8/2008

Date for Improvement Valuation - Cost Approach: 2/8/2008

Date for Improvement Valuation - Income Approach: 2/8/2008

Date for Improvement Valuation - Sales Approach: 2/8/2008

Current Vendor: Appraisal Research

Vendor Contract Must Meet Statutory Deadlines? yes

Pay Vendor When Deadline Met or Monthly? deadline

Warned Vendor for Failure to Meet Deadline?

Ripley County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: Pending

Vendor Contract for 2008 Pay 2009? yes

2008 Pay 2009 Vendor: Appraisal Research

Township Actions that Delayed County Duties:

none; Trustees do not turn in MH data on time

How are Township Actions Being Resolved?

Other County Action/Documentation of Efforts:

Ripley County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Personal Property

Compliance Status: Pending

County Official Responsible: Shawna Bushhorn

Date Took Office: 1/1/2003

Level of Certification received by or before November 2007: Level II

Estimated Date for Completion:

10/11/2007

What Work for Dataset has been Accomplished?

4/14/08 update: Lots of Personal Property has been coming in for 8p9, working on it as it comes in.
2/15/08- All but 1 Trustee has turned in mobile homes, the County is finishing up. 2/2/08- 2 Trustees have turned in mobile homes, will start entering them in the computer next week; unsure of when Townships will turn them all in, but have told them the County needs these as soon as possible.

Roll to Auditor?

Date for 2008 Mobile Home Valuation:

2/29/2008

Current Vendor: AS2, INC

Vendor Contract Must Meet Statutory Deadlines?

Pay Vendor When Deadline Met or Monthly?

Warned Vendor for Failure to Meet Deadline?

Vendor Contract for 2008 Pay 2009?

2008 Pay 2009 Vendor:

Township Actions that Delayed County Duties:

How are Township Actions Being Resolved?

Other County Action/Documentation of Efforts:

Ripley County Data Status on Assessment Year 2007 Pay 2008 Data Submissions

ABSTRACT

Office - Auditor

2007

Date Data Due 3/15 of the Pay Year

Date Loaded

Number of Days Late 48

Compliance Status

BUDGETORDER

Office - Auditor

2007

Date Data Due 2/15 of the Pay Year

Date Loaded

Number of Days Late 77

Compliance Status

PARCEL

Office - Assessor

2007

Date Data Due 10/1 of the Assessment Year

Date Loaded 3/26/2008

Number of Days Late 178

Compliance Status Pending

PERSPROP

Office - Assessor

2007

Date Data Due 10/1 of the Assessment Year

Date Loaded 10/11/2007

Number of Days Late 11

Compliance Status Pending

RATIOSTUDY

Office - Assessor

2007

Date Data Due 6/1 of the Assessment Year

Date Loaded 2/22/2008

Number of Days Late 266

Compliance Status Approved

Note: Number of Days Late refers to the most recent submission with Compliance Status noted.

Note to County Official: If you disagree with these dates, please submit a written explanation with supporting documentation to data@dlgf.in.gov.

Ripley County Data Status on Assessment Year 2007 Pay 2008 Data Submissions

SALEDISC

Office - Assessor

2007

<i>Date Data Due</i>	3/1 of the Pay Year
<i>Date Loaded</i>	2/21/2008
<i>Number of Days Late</i>	-8
<i>Compliance Status</i>	r-nr

TAXDATA

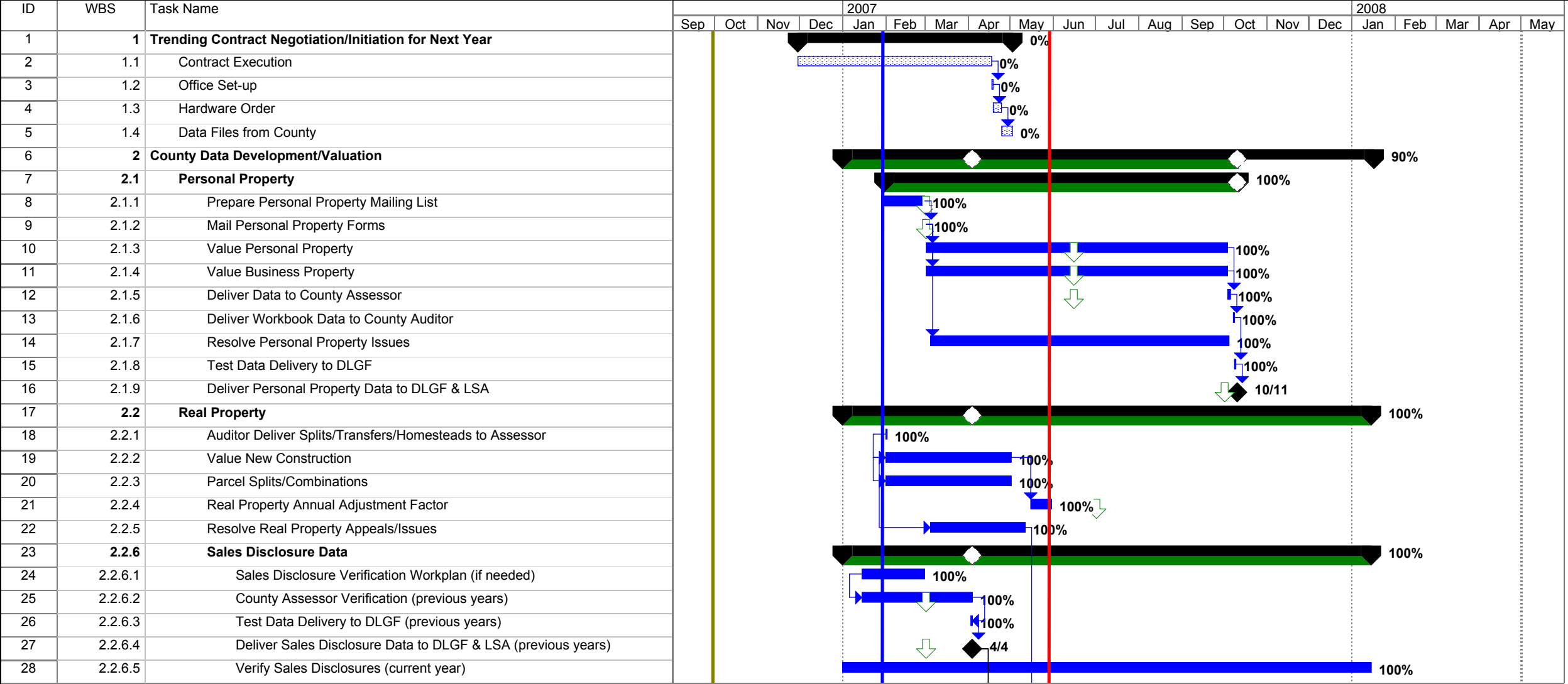
Office - Auditor

2007

<i>Date Data Due</i>	3/1 of the Pay Year
<i>Date Loaded</i>	
<i>Number of Days Late</i>	62
<i>Compliance Status</i>	No data

Note: Number of Days Late refers to the most recent submission with Compliance Status noted.

Note to County Official: If you disagree with these dates, please submit a written explanation with supporting documentation to data@dlgf.in.gov.



Project: Ripley County Trending.mpp
Date: Thu 5/1/08

Critical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

Summary

Project Summary

External Tasks

External Milestone

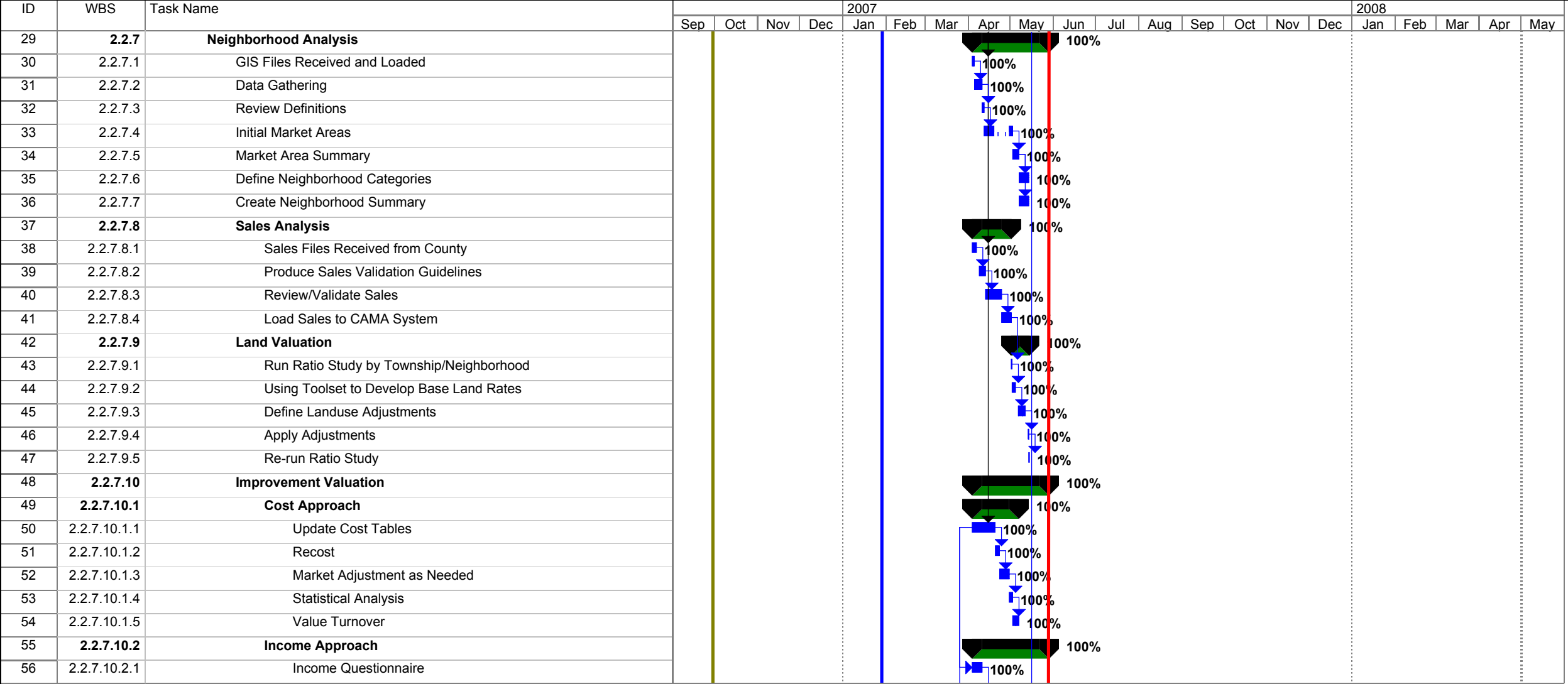
Deadline

Real/Personal Data Due

Sales Data Due

Ratio Study Due

Note: Revise/Resubmit denotes data exchange between County and/or State



Project: Ripley County Trending.mpp
Date: Thu 5/1/08

Critical

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Critical Progress

Task

Revise/Resubmit

Task Progress

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

Summary

Project Summary

External Tasks

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Deadline

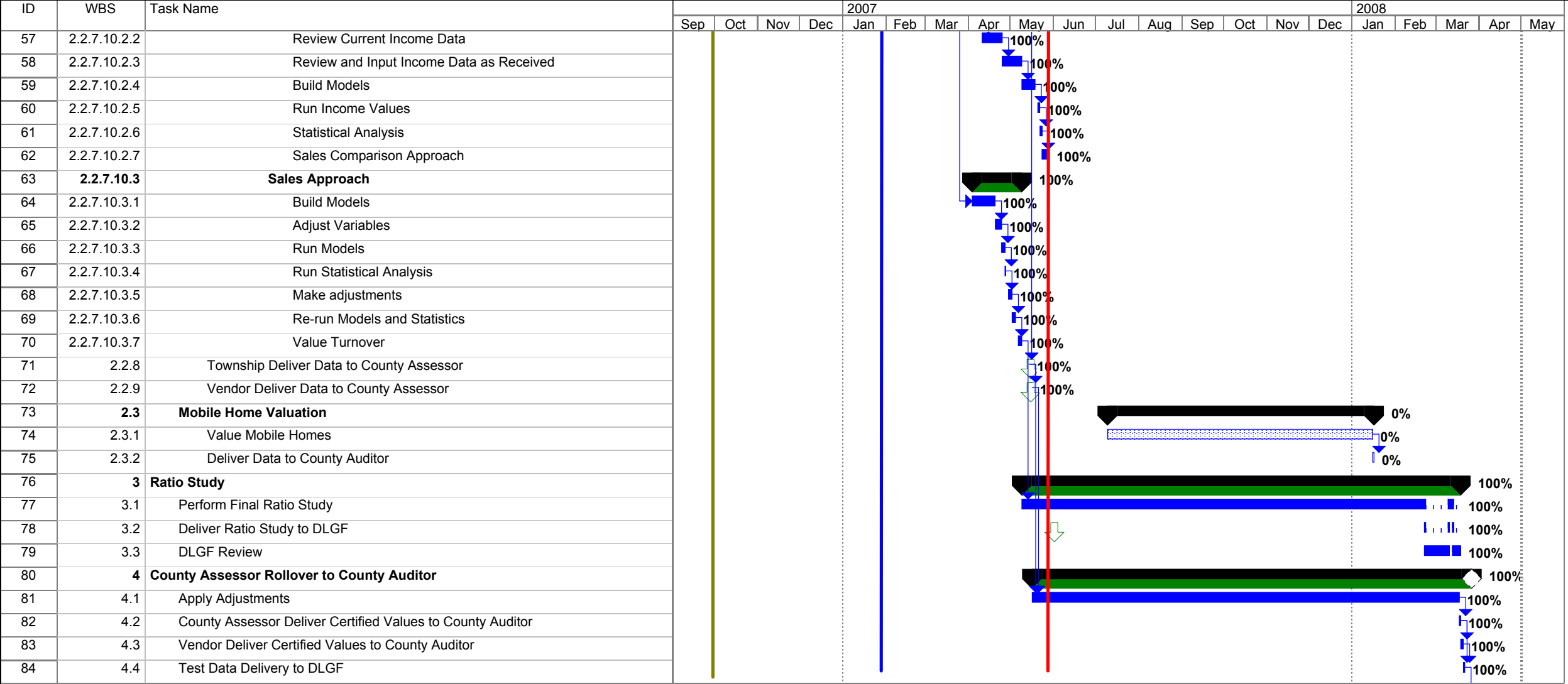
Real/Personal Data Due

Sales Data Due

Ratio Study Due

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Project: Ripley County Trending.mpp
Date: Thu 5/1/08

Critical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

Summary

Project Summary

External Tasks

External Milestone

Deadline









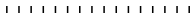






Real/Personal Data Due

Sales Data Due

Ratio Study Due

Note: Revise/Resubmit denotes data exchange between County and/or State

ID	WBS	Task Name					2007												2008				
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
85	4.5	Deliver Real Property Data to DLGF & LSA													↓						◆	3/26	

Project: Ripley County Trending.mpp Date: Thu 5/1/08	Critical		Task Progress		Summary Progress		Deadline	↓
	Critical Revise/Resubmit		Baseline		Summary		Real/Personal Data Due	
	Critical Progress		Baseline Revise/Resubmit		Project Summary		Sales Data Due	
	Task		Baseline Milestone	◇	External Tasks		Ratio Study Due	
	Revise/Resubmit		Milestone	◆	External Milestone	◆		

Note: Revise/Resubmit denotes data exchange between County and/or State